

LIBRE OFFICE WRITER



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writer

- The word processor component of OpenOffice.org
 - Free alternative to Windows' MS Word
- Can be used to create documents such as reports and letters

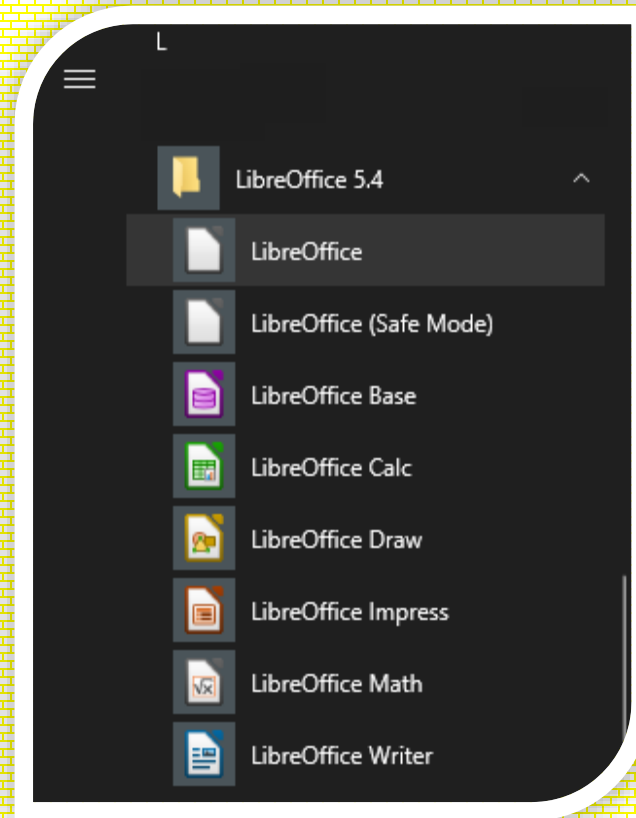
File extension is **.odt**



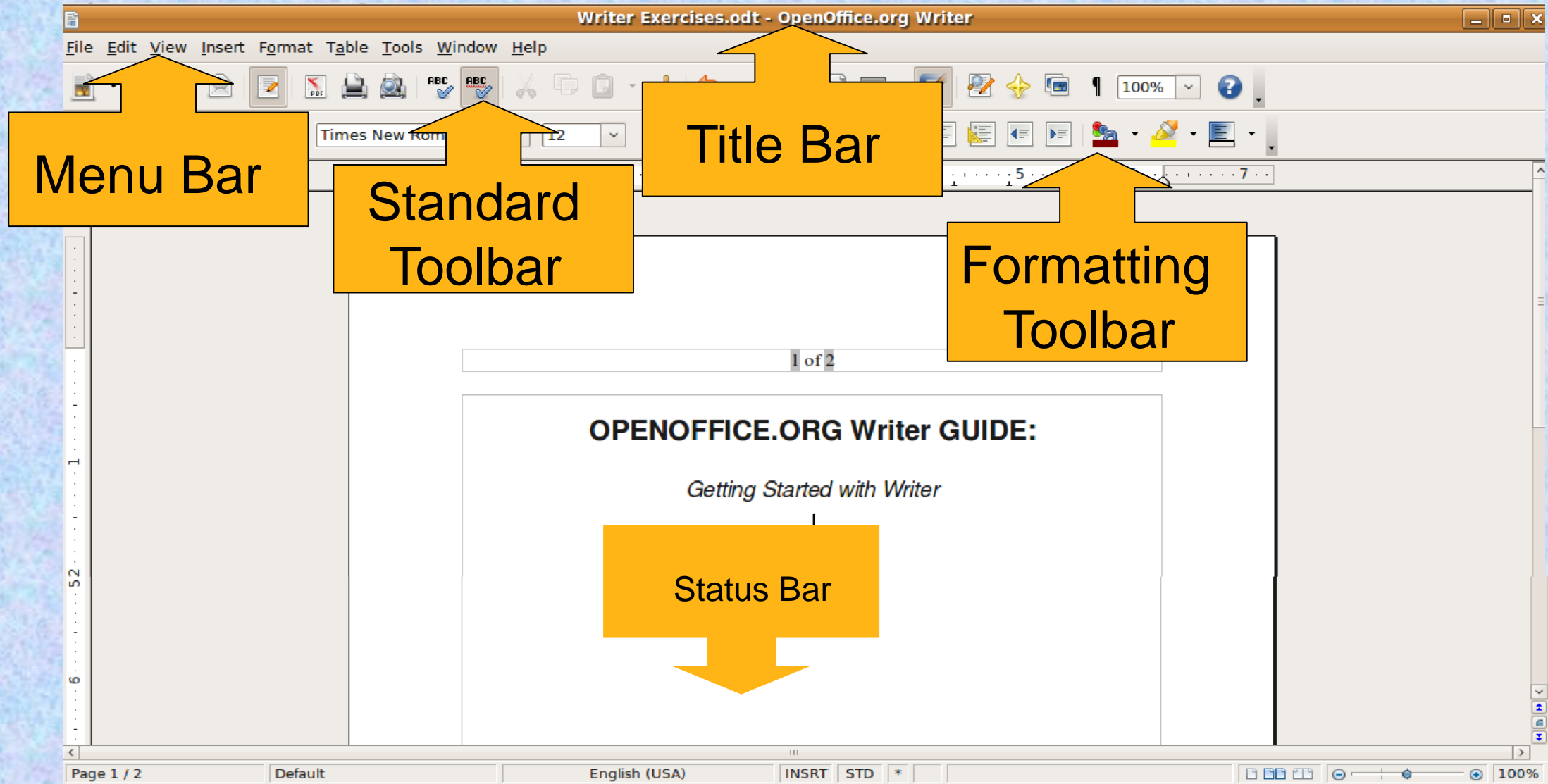
How to open writer

Applications >> Office >> OpenOffice.org Word Processor

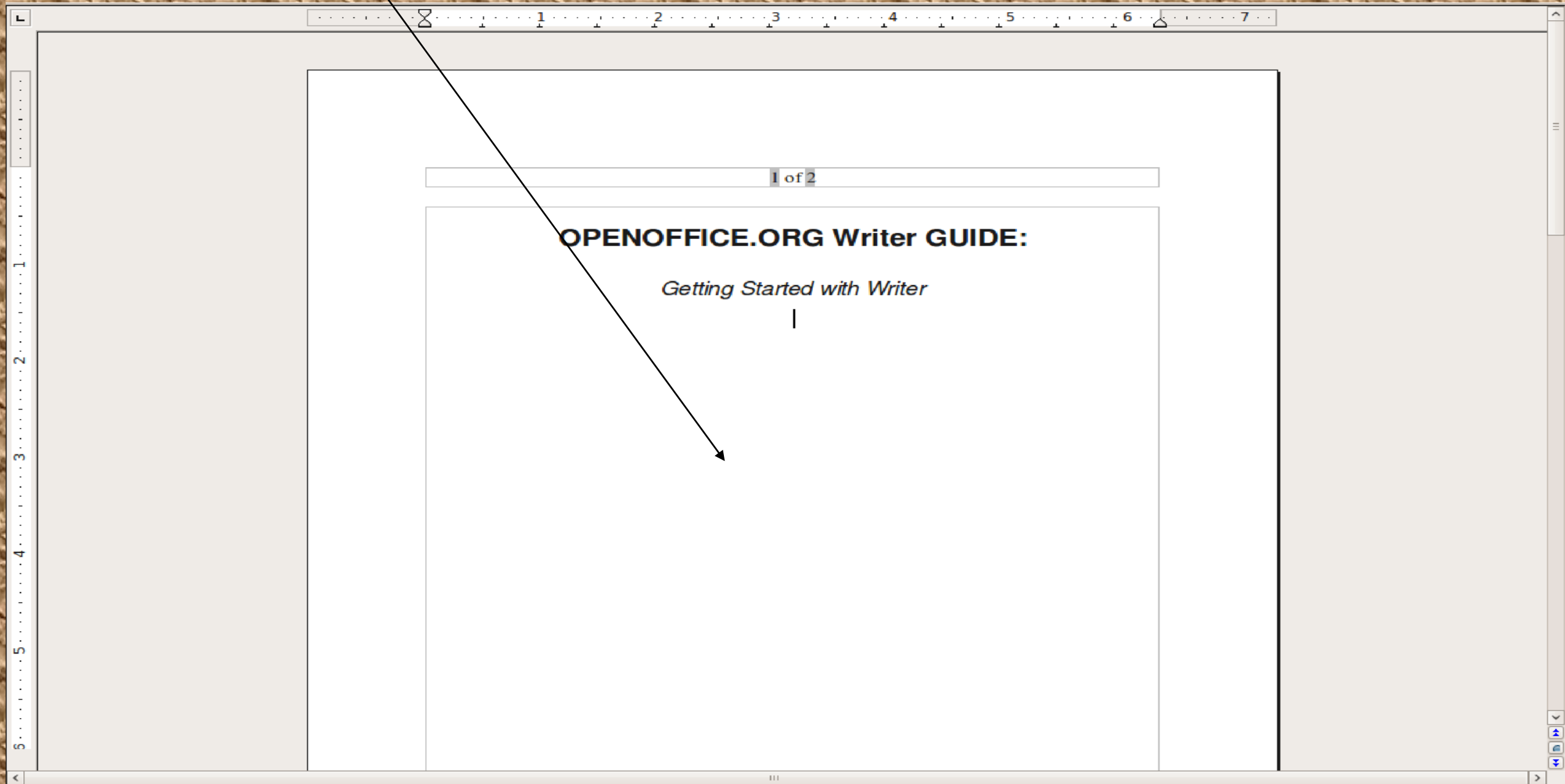
- Double-click on the desktop shortcut
- Click on the icon on the panel



THE WRITER INTERFACE



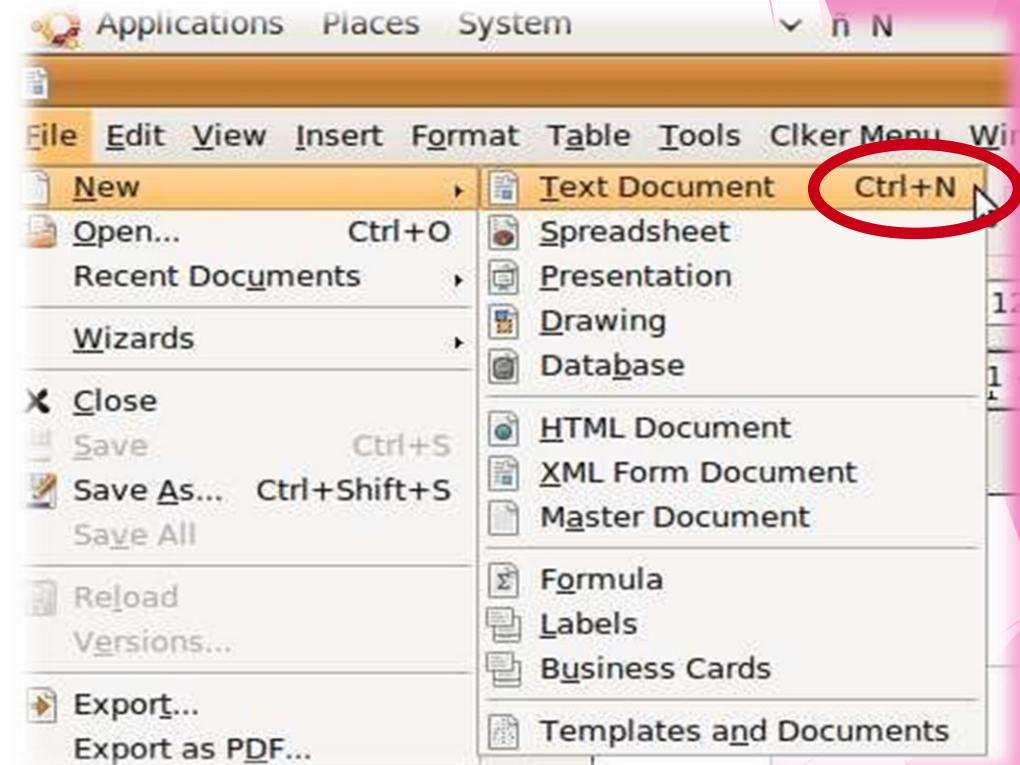
Writer working area



Creating a new document

File >> New >> Text Document

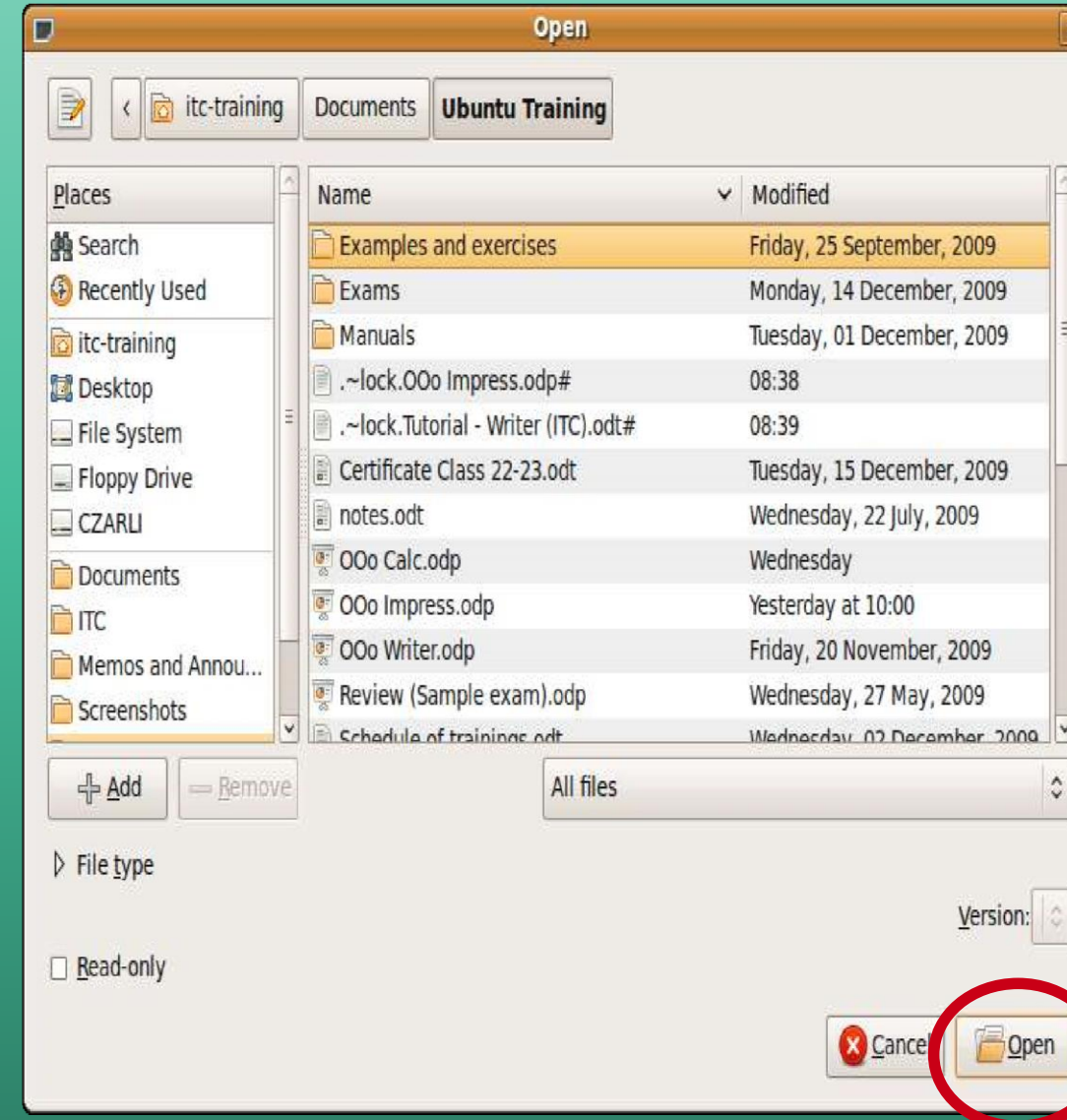
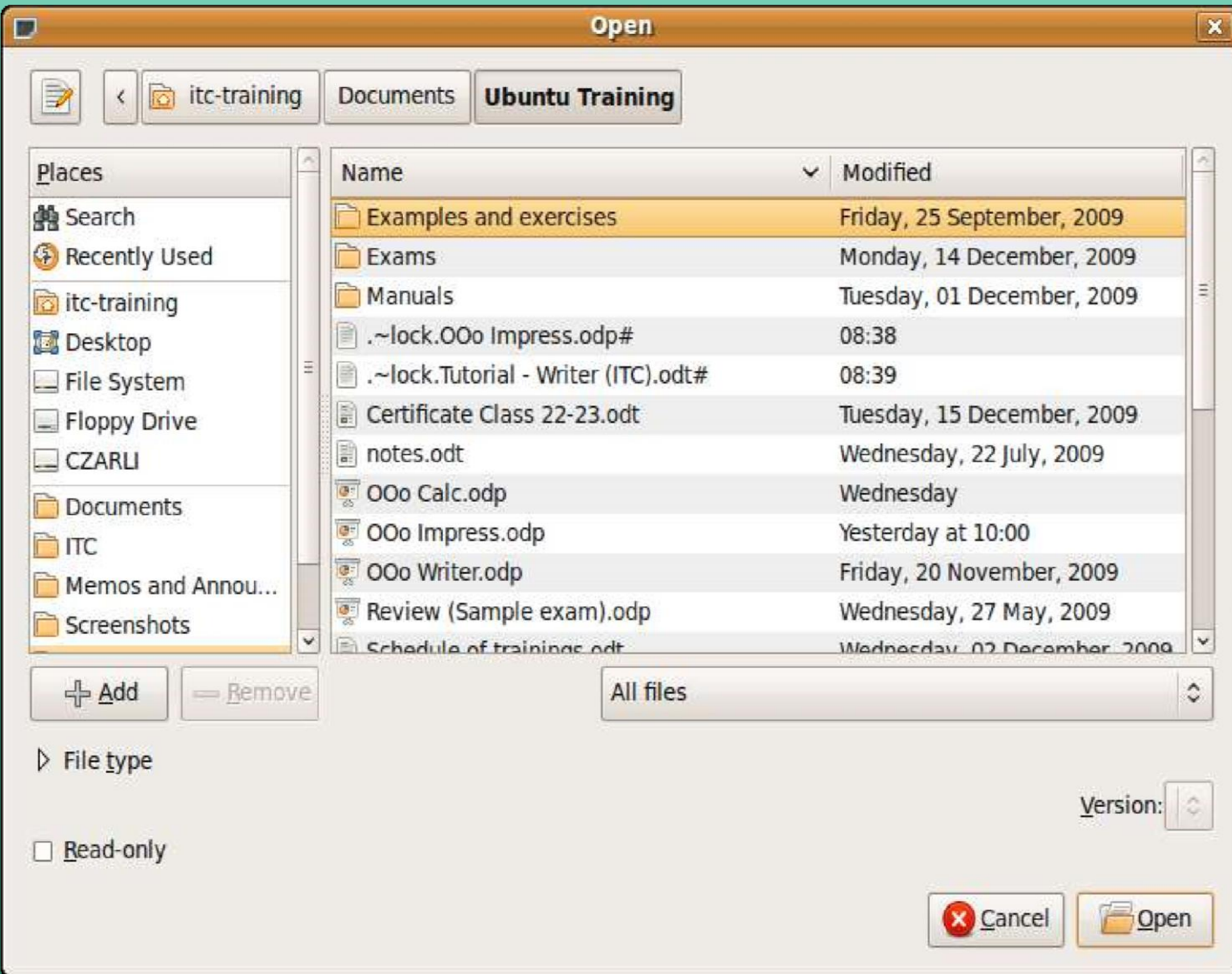
-
- **New** icon in the standard toolbar.
- **Ctrl + N**



OPENING AN EXISTING DOCUMENT

• Choose which file to open.

• Click **OK**

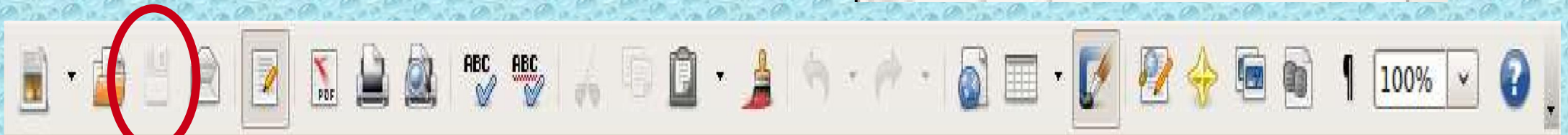
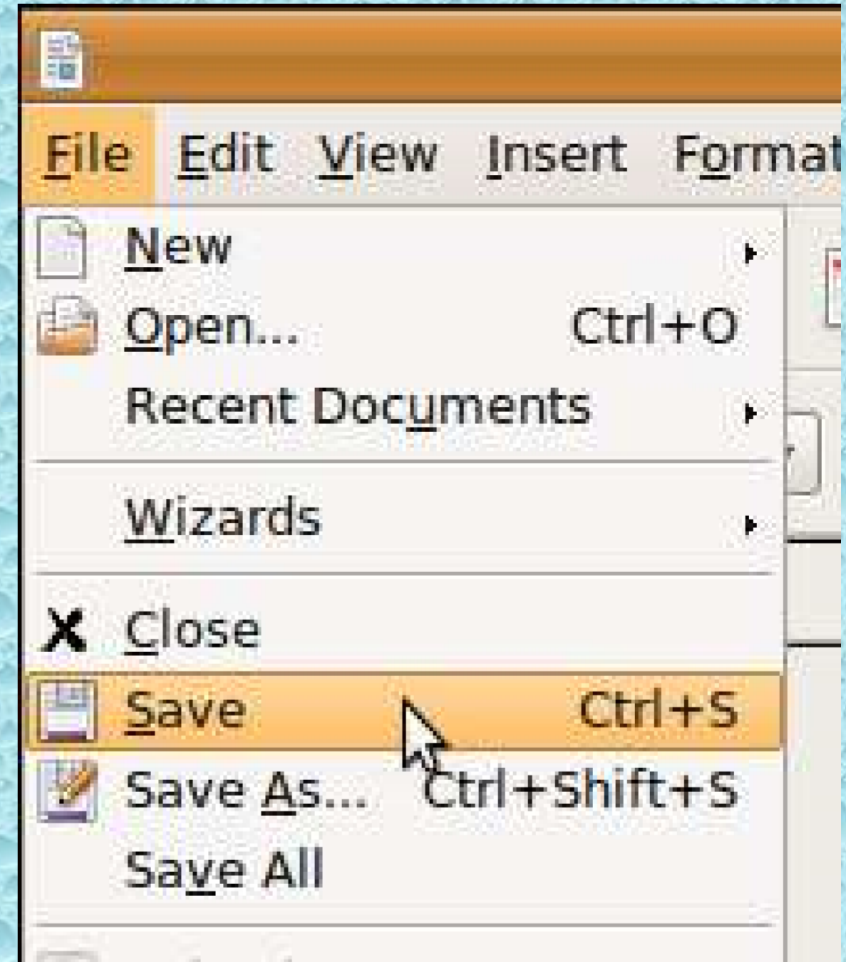


SAVING A DOCUMENT (.ODT)

- **File >> Save**

Save icon in the standard toolbar

Ctrl + S



SAVING A DOCUMENT (.ODT)

Type the file name in the **Name** text box.



Choose in which folder to save.

Name:

Save in folder:

Browse for other folders

Places	Name	Modified
Search	Examples and exercises	Thursday
Recently Used	Exams	Friday
itc-training	Training Materials	Friday, 29 May, 2009
Desktop	Memo letter for OOo training.odt	Tuesday, 28 April, 2009
File System	notes.odt	Wednesday, 20 May, 2009
Floppy Drive	OOo Draft outline.odt	Thursday, 30 April, 2009
CZARLI	Sample table layout.odt	Wednesday, 27 May, 2009
Documents	Simple Ubuntu guide.odt	Thursday, 28 May, 2009
Pictures	Writer Tutorial (ITC).odt	11:51

File type: Edit filter settings Save with password

Name:

Save in folder:

Browse for other folders

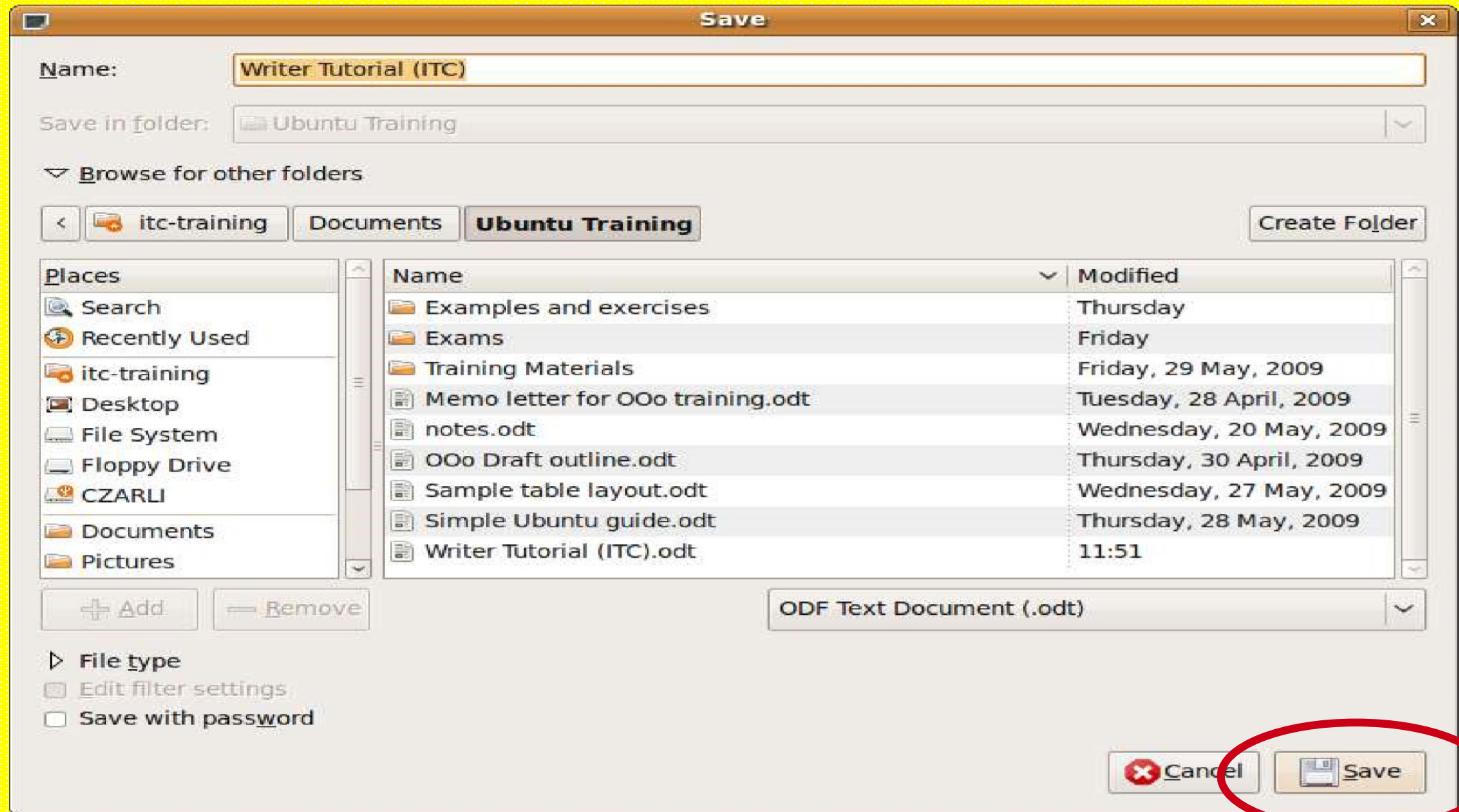
Places	Name	Modified
Search	Examples and exercises	Thursday
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itc-training	Training Materials	Friday, 29 May, 2009
Desktop	Memo letter for OOo training.odt	Tuesday, 28 April, 2009
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Documents	Simple Ubuntu guide.odt	Thursday, 28 May, 2009
Pictures	Writer Tutorial (ITC).odt	11:51

File type: Edit filter settings Save with password



SAVING A DOCUMENT (.ODT)

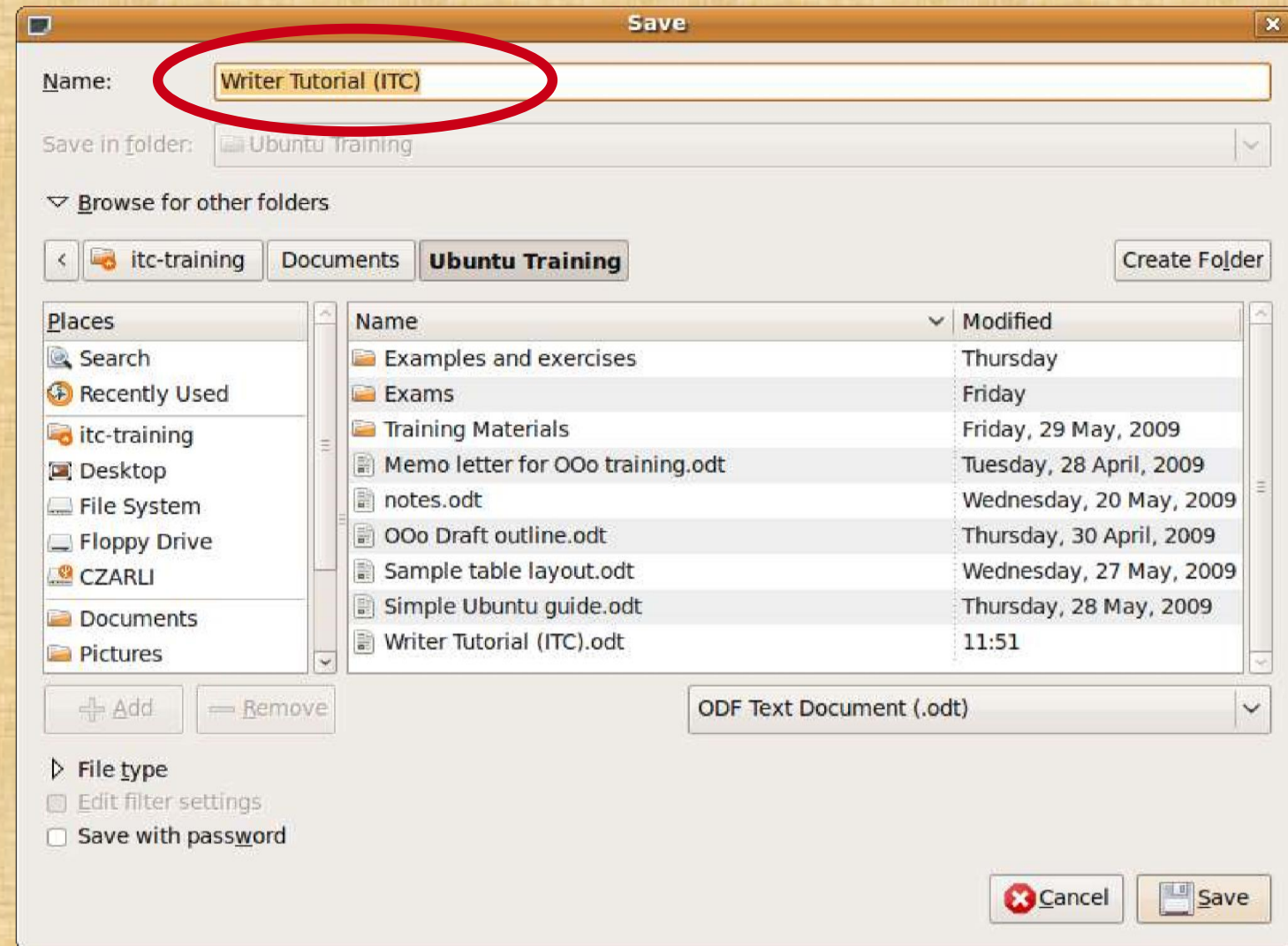
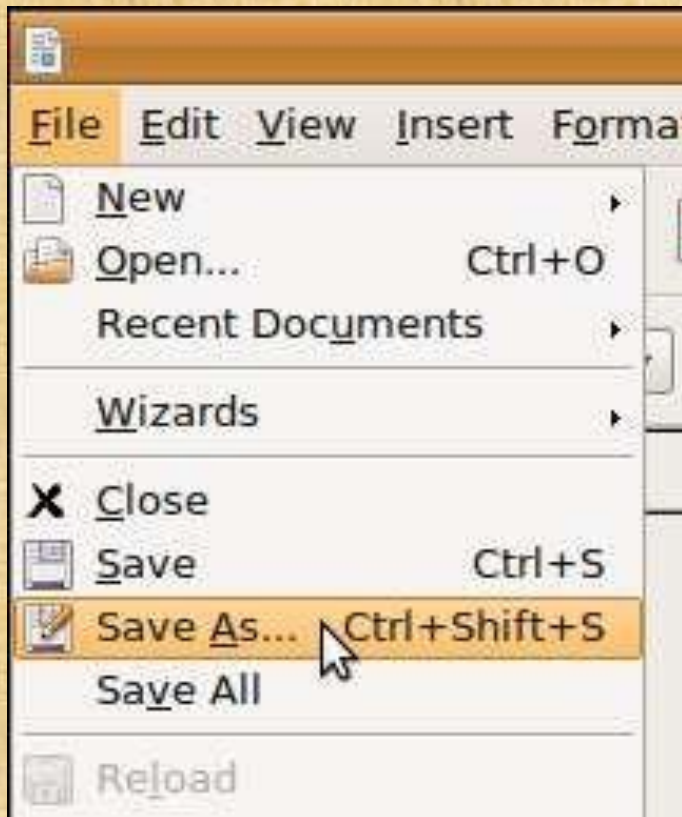
Save Click



SAVING AS MS WORD (*.DOC)

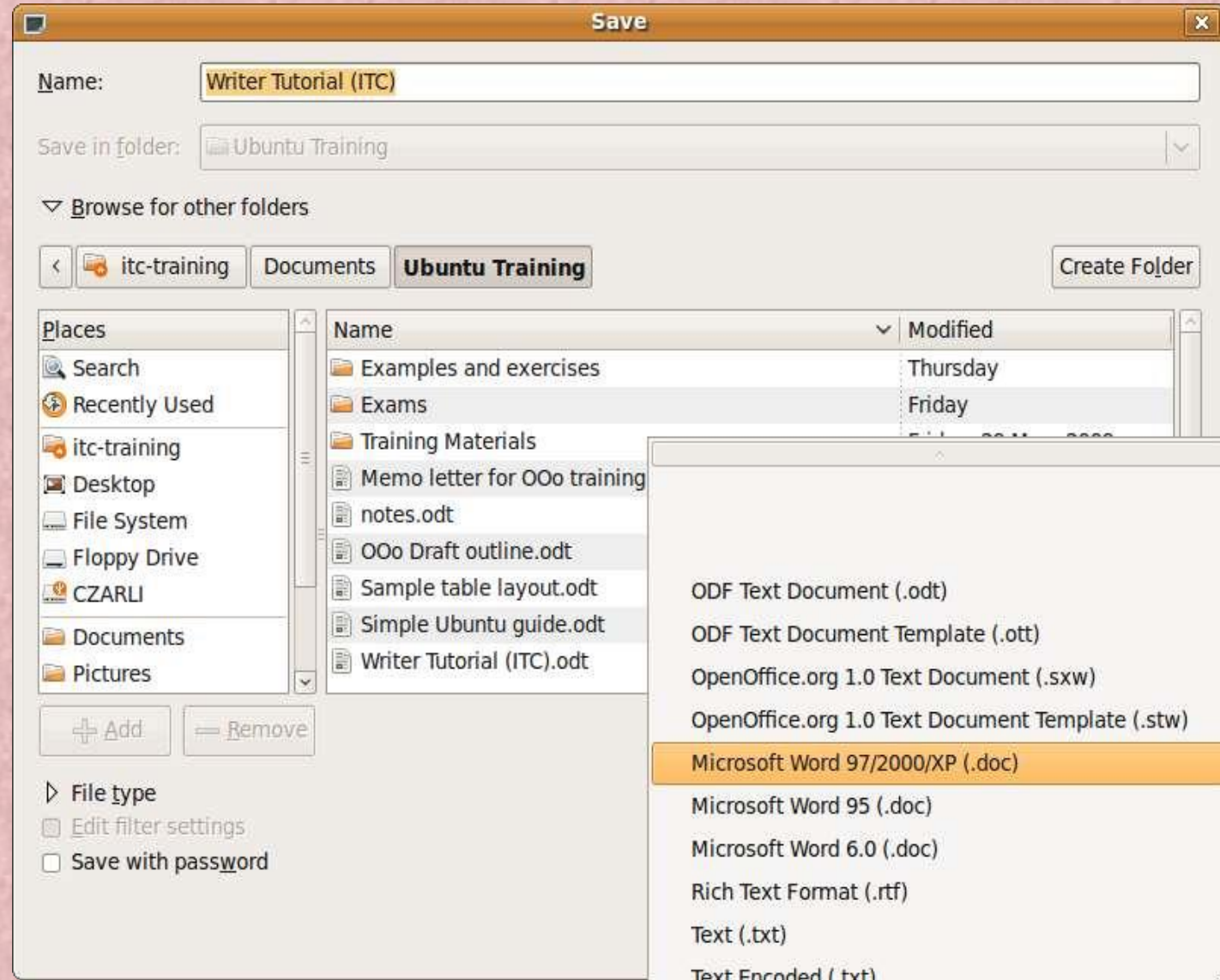
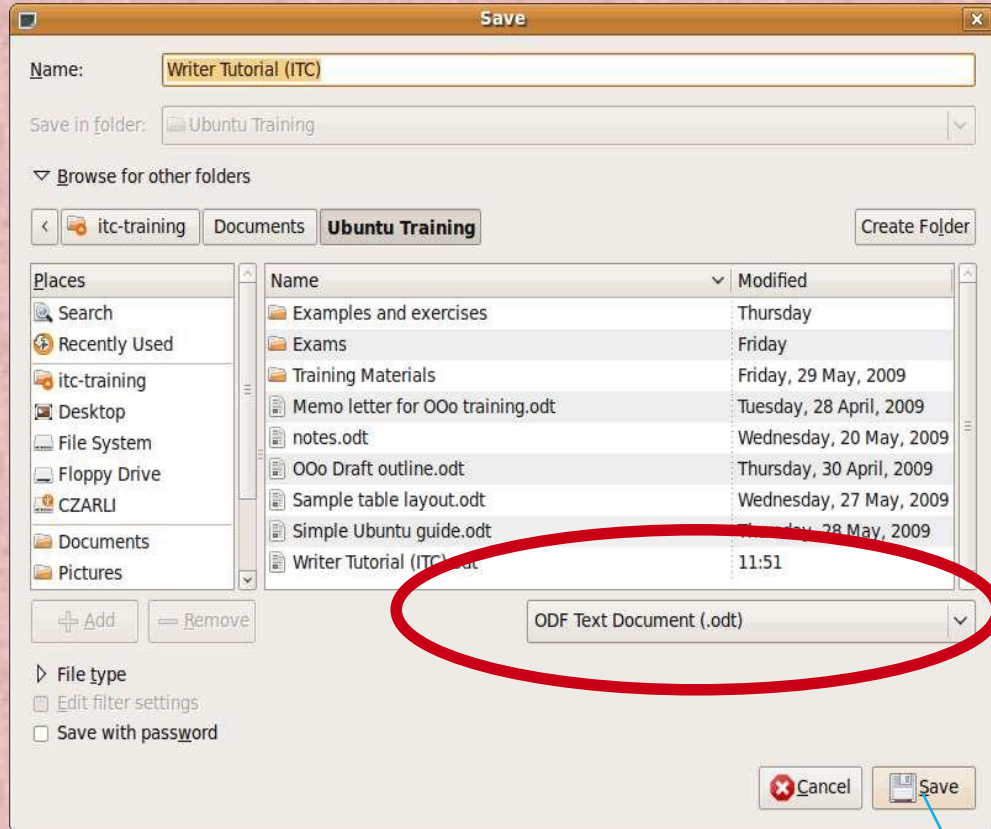
- Type the file name in the **Name** text box.

File >> Save As



SAVING AS MS WORD (*.DOC)

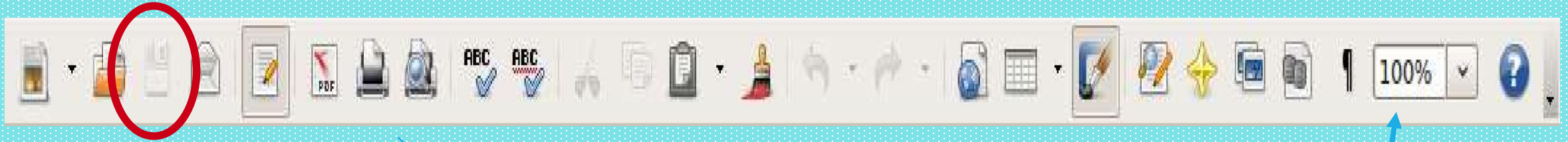
Choose the file type.



Click save

Save icon in the standard toolbar

- Save
- *Ctrl + S*



Page Preview icon in the standard toolbar
• **File >> Page Preview**

The **Print File Directly** icon in the standard toolbar

• Zooming controls

Zoom drop-down menu in the standard toolbar
• Page Preview

UNDOING & REDOING CHANGES

Undo icon in the standard toolbar

• **Ctrl + Z**

• Undo

• Redo



• Ctrl + Z

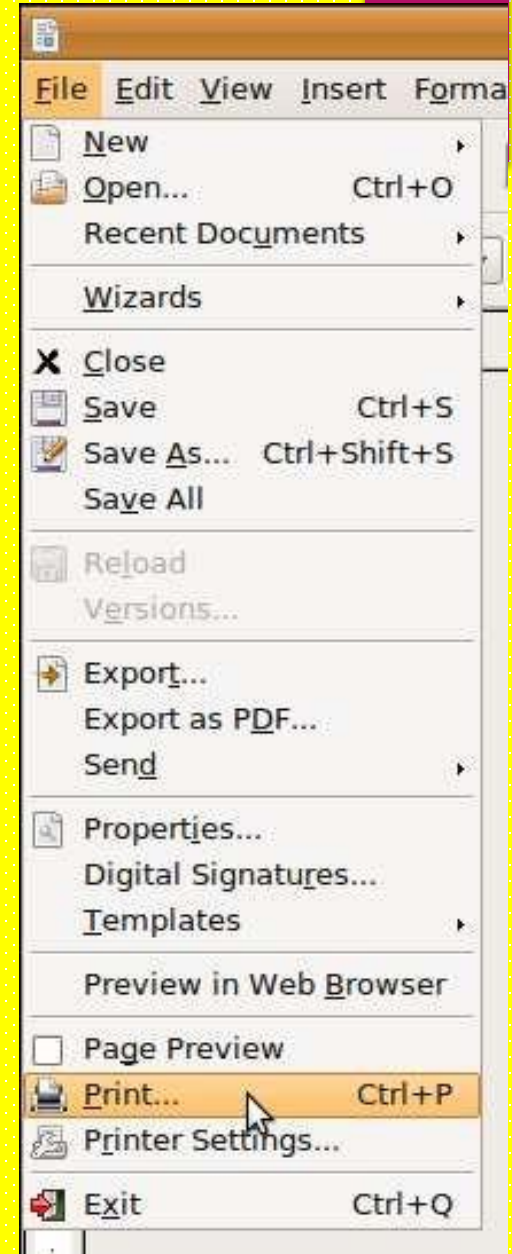
Ctrl + Y

• Edit >> Undo

• Edit >> Redo

Printing page

File >> Print



WORKING WITH TEXT

- Selecting text
- Just click and drag on the texts you want to highlight

- Non-consecutive texts
 - Hold down **Ctrl** key

- Copying texts standard toolbar
- **Copy** icon in the **Right-click >> Paste**

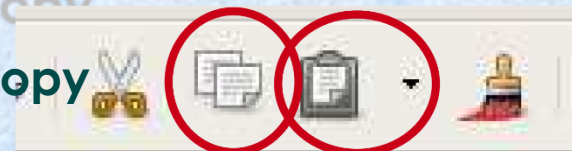
- Select All
 - **Ctrl + A**

• Pasting texts

Paste icon in the

- **Copy** icon in the standard toolbar
- **Right-click >> Paste**
- **Edit >> Paste**
- **Ctrl + V**

- **Edit >> Copy**



- **Ctrl + C**

Cutting text

Cutting text

Cut icon in the standard toolbar

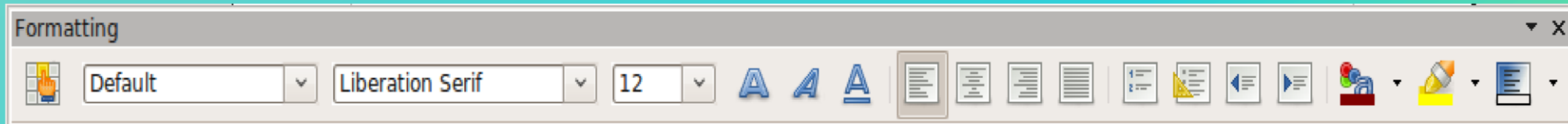
Right -click >> **Cut**

Edit >> Cut

Ctrl + X



FORMATTING IN WRITER



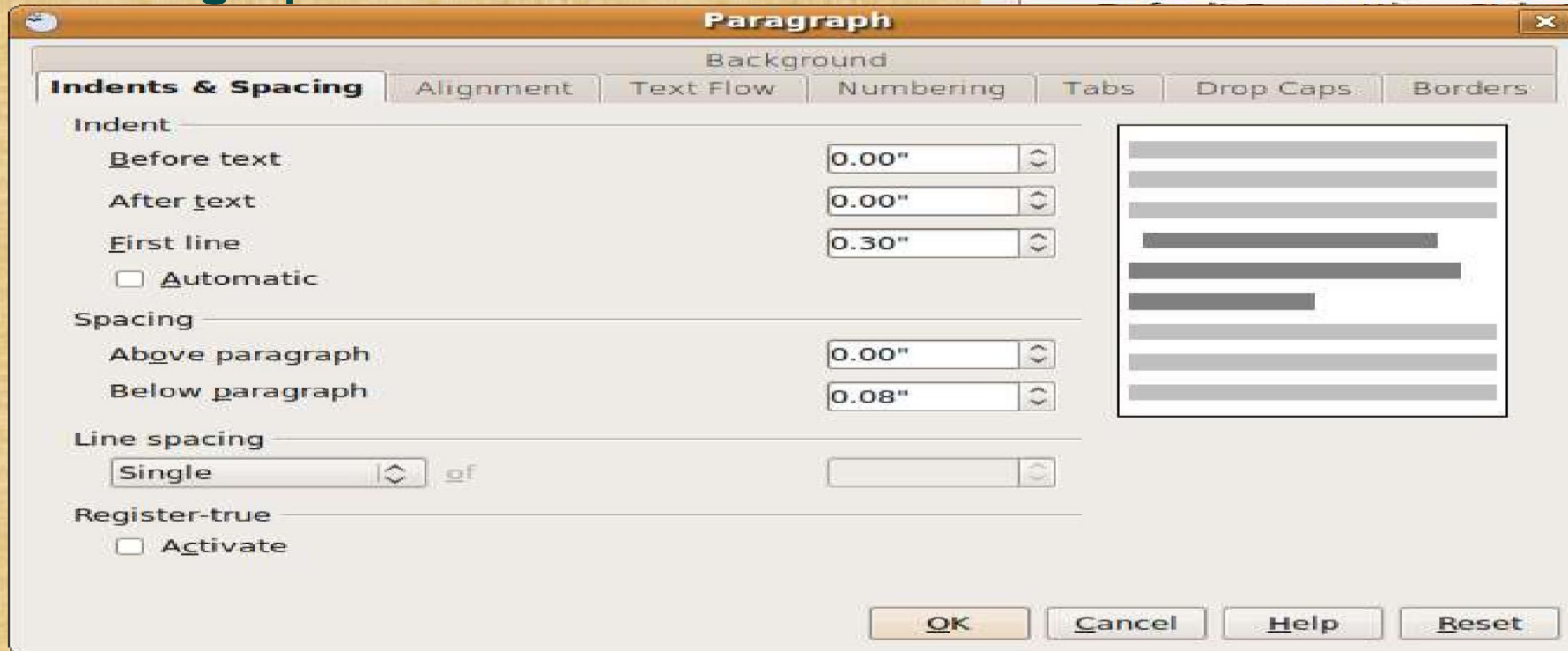
FORMATTING CHARACTERS & PARAGRAPHS

- Using the Formatting toolbar
- Inserting special characters

Alt + 164 (if you are using OpenOffice for Windows)

FORMATTING PARAGRAPHS

- **Format >> Paragraph**



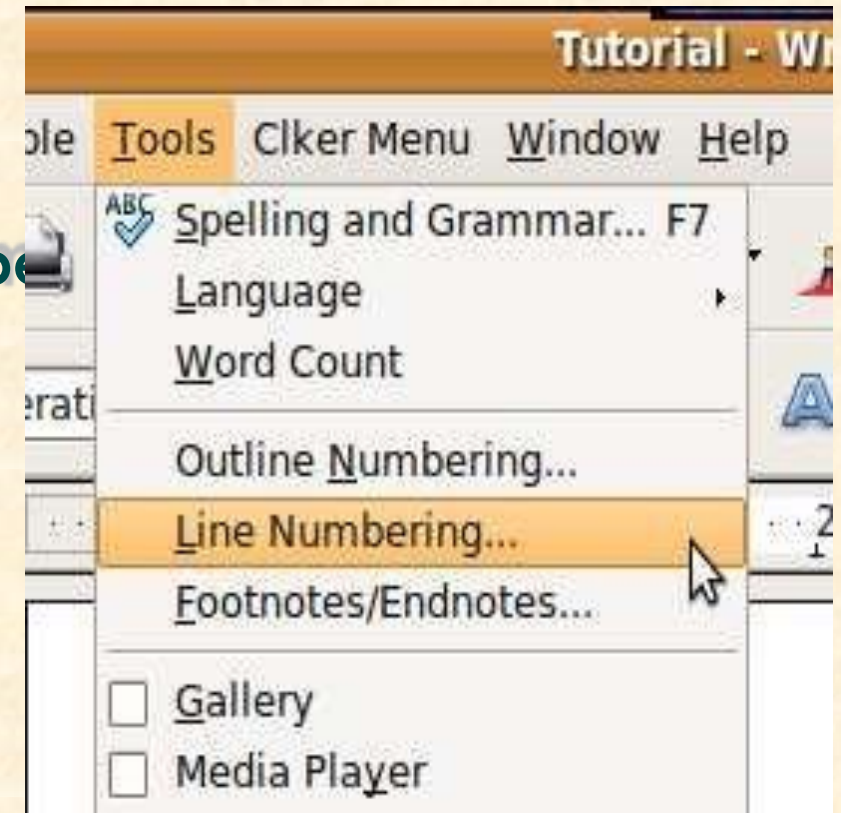
- **Bullets On/Off** or **Numbering On/Off** icon in the formatting toolbar



LINE NUMBERING

- To restart line numbering on a specific paragraph:
 - Click on the line where you want to restart the line numbering.

- **Tools >> Line Numbering**



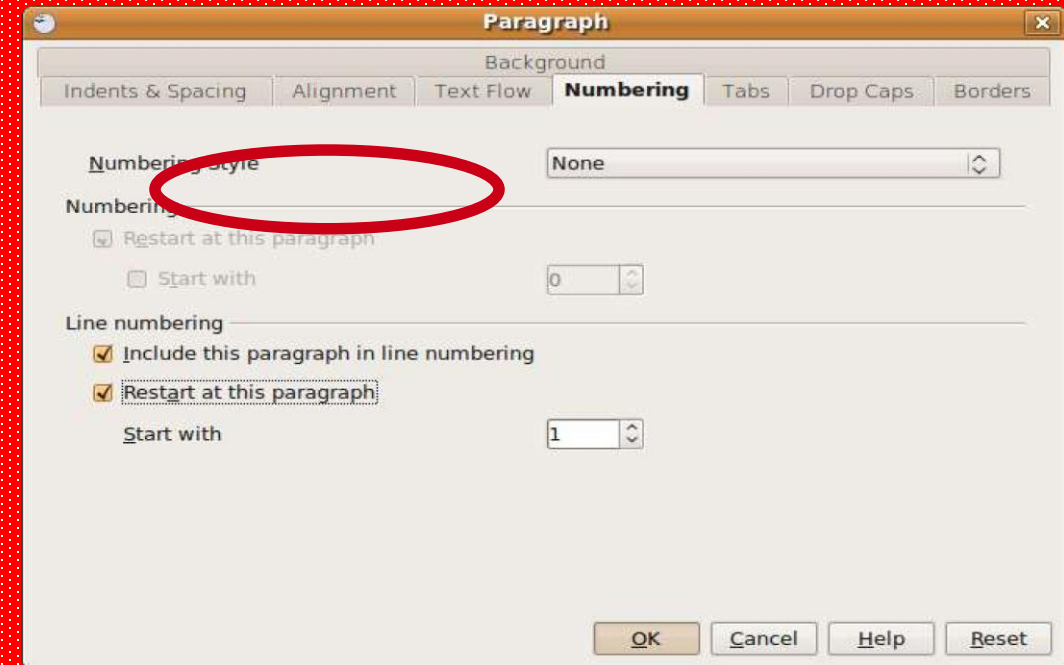
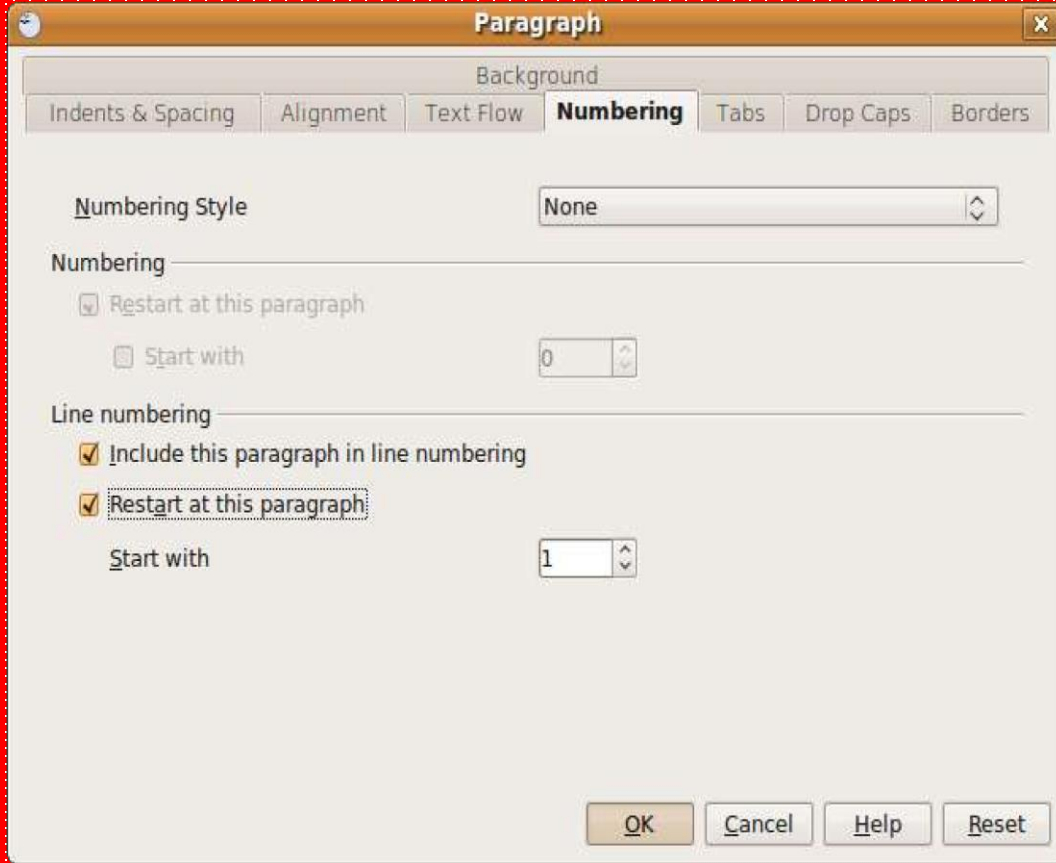
To restart line numbering on a specific paragraph:

Go to the **Numbering** tab.

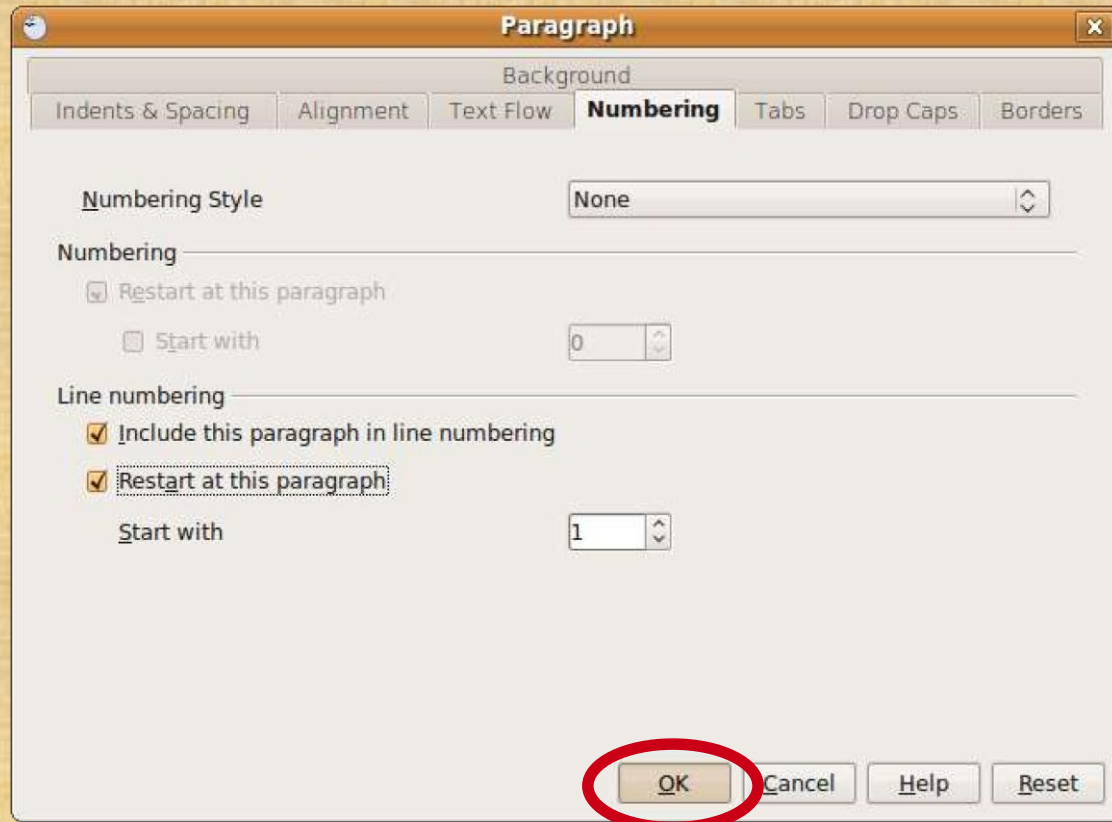
•To restart line numbering on a specific

paragraph:

- Under **Line numbering**, check **Restart at this paragraph**



- To restart line numbering on a specific paragraph:



- To remove line numbering on a specific paragraph:

- Select the block of paragraphs or text where you want to remove the line numbering.

Go to **Format >> Paragraph**.

- Go to the **Numbering** tab.

TOOLS IN WRITER

- Find and Replace

- **Edit >> Find and Replace**

- **Ctrl + F**

- Word count

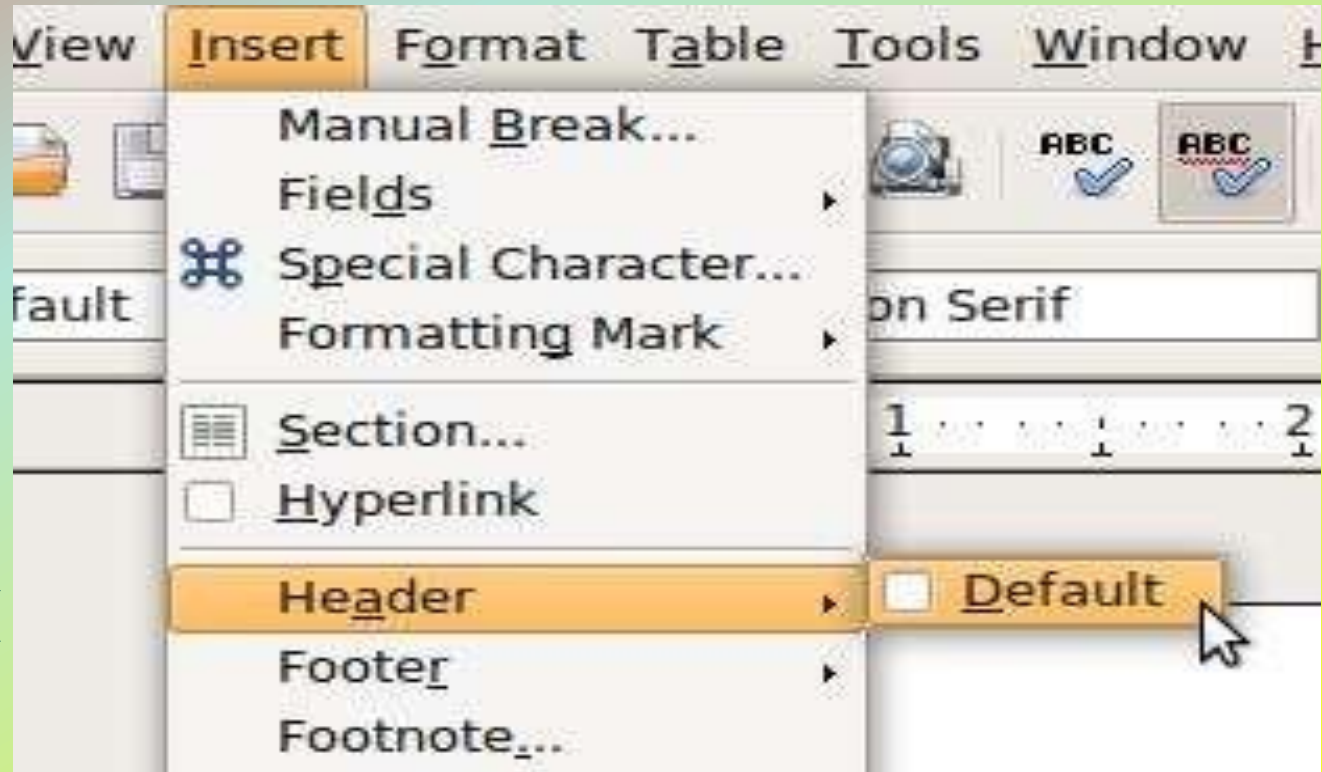
Tools >> Word Count

FORMATTING PAGES

- **Insert >> Manual Break**
- **Ctrl + Enter**

Format >> Page

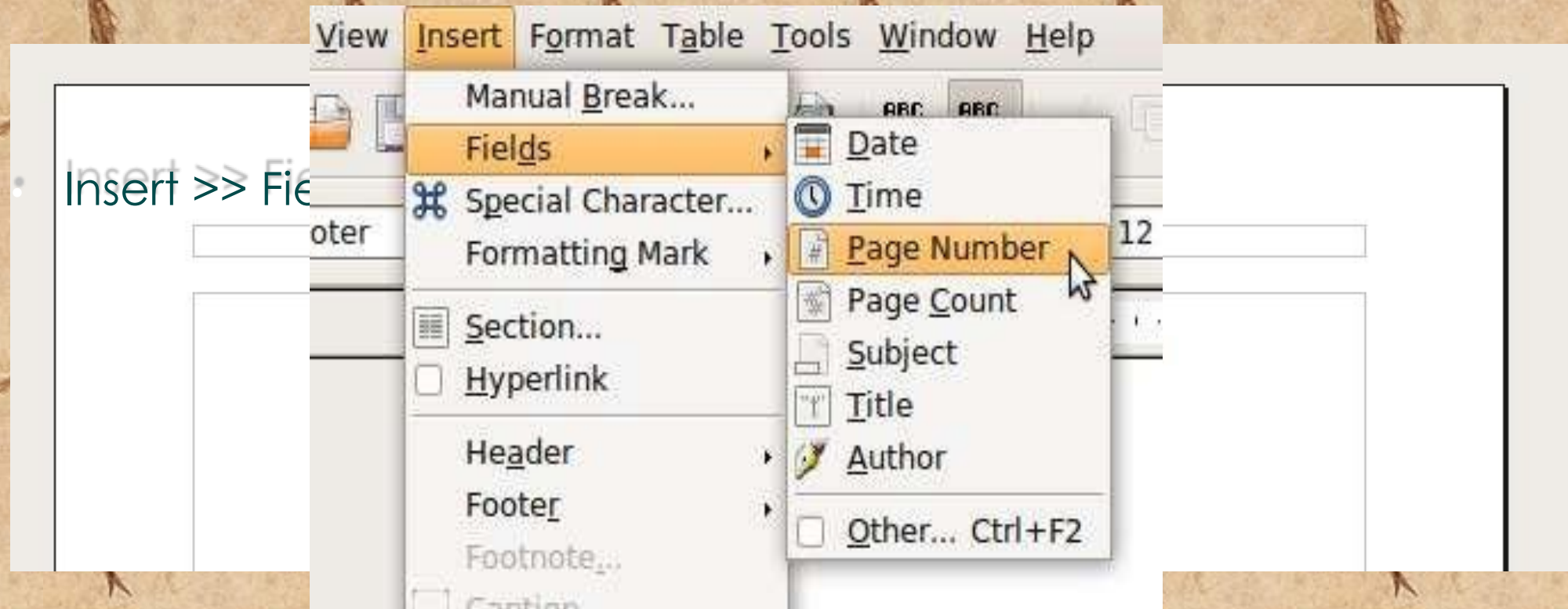
- Inserting page break



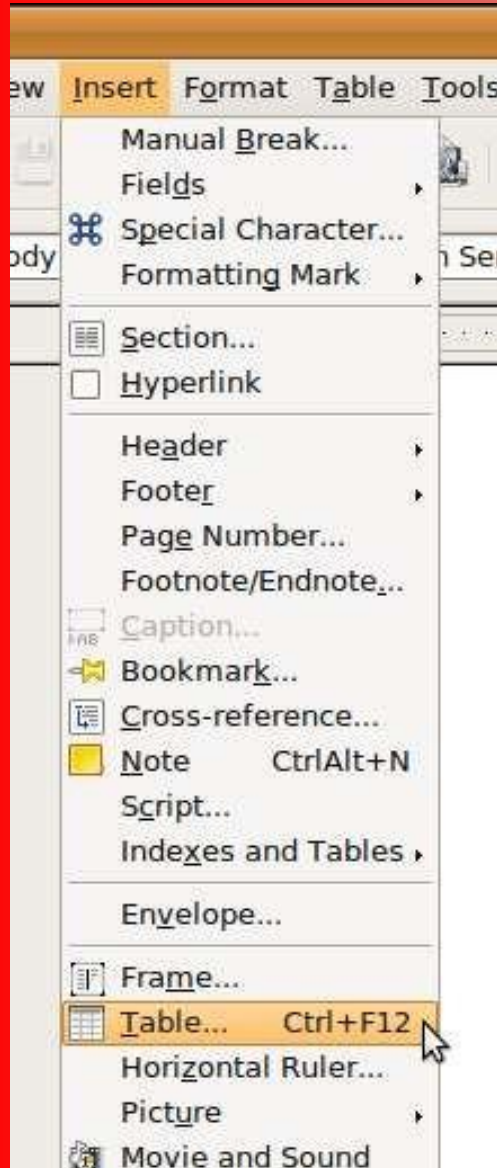
Insert >> Header (

Insert a header or a footer.

INSERTING PAGE NUMBERS



INSERTING TABLES

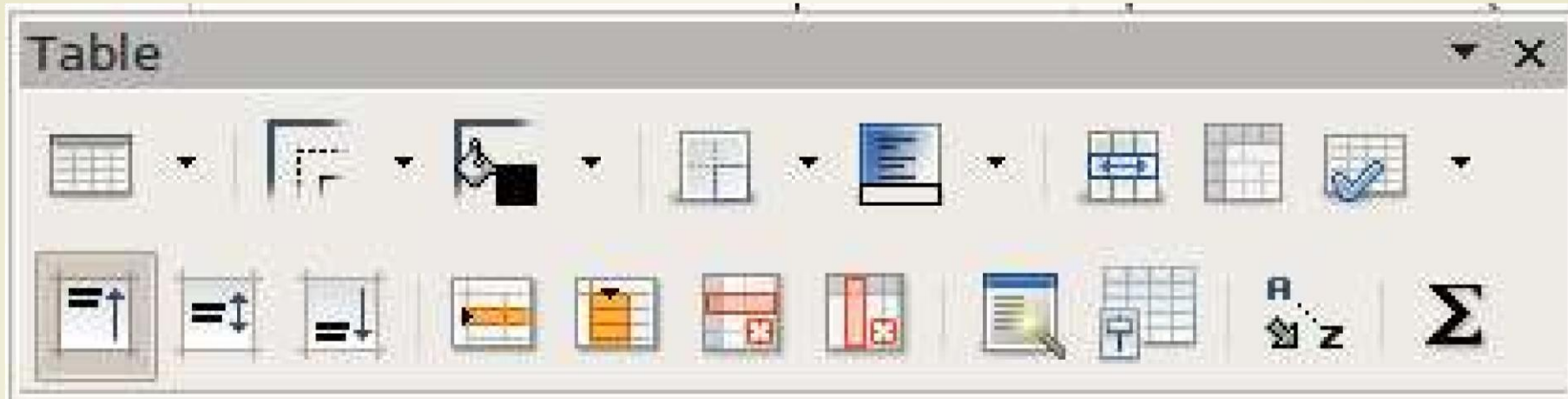


- **Insert >> Table**

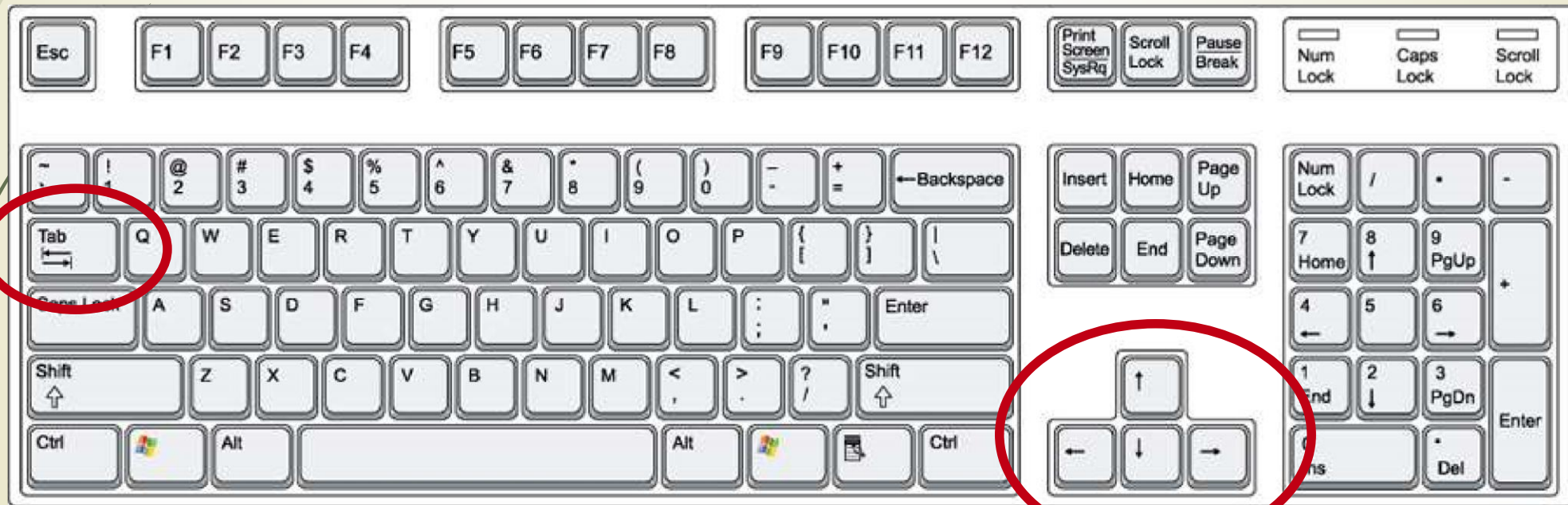
- **Ctrl ++ F12**

- **Table** icon in the standard



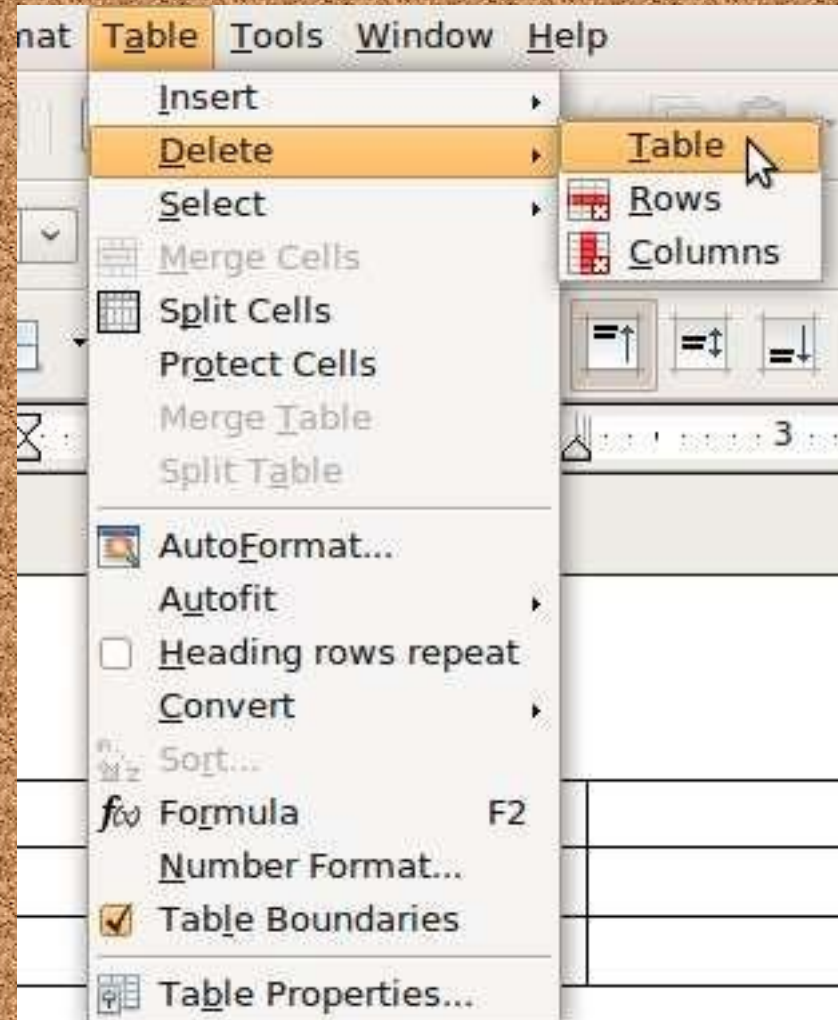


- Press the tab key or the arrow keys.



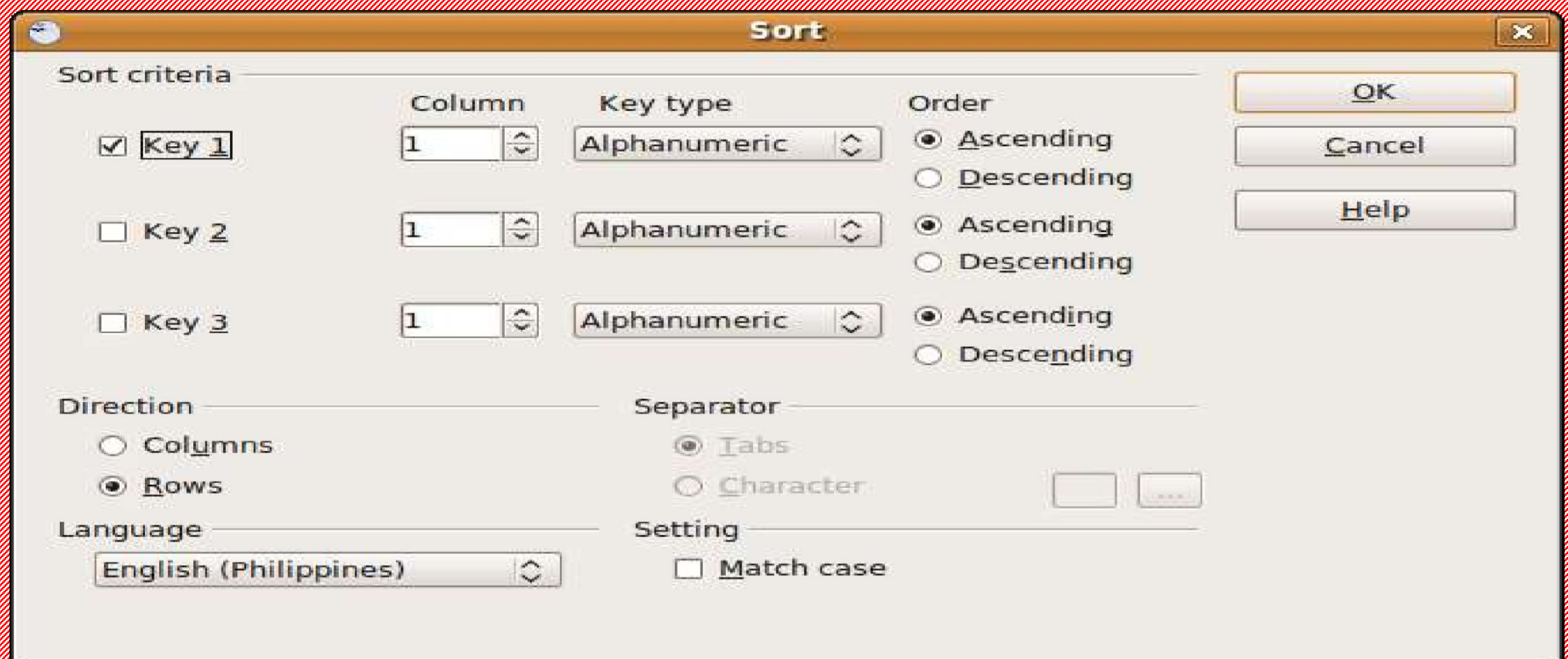
DELETING TABLES

Table >> Delete >> Table



SORTING DATA

Check the appropriate boxes and click **OK**



The image shows a 'Sort' dialog box with the following settings:

- Sort criteria:**
 - Key 1**: Column: 1, Key type: Alphanumeric, Order: Ascending, Descending
 - Key 2**: Column: 1, Key type: Alphanumeric, Order: Ascending, Descending
 - Key 3**: Column: 1, Key type: Alphanumeric, Order: Ascending, Descending
- Direction:** Columns, Rows
- Separator:** Tabs, Character
- Language:** English (Philippines)
- Setting:** Match case

Buttons: OK, Cancel, Help

INSERTING GRAPHICS

- From a file

- **From File** icon in the drawing toolbar
- **Insert >> Picture >> From File**



POSITIONING GRAPHICS

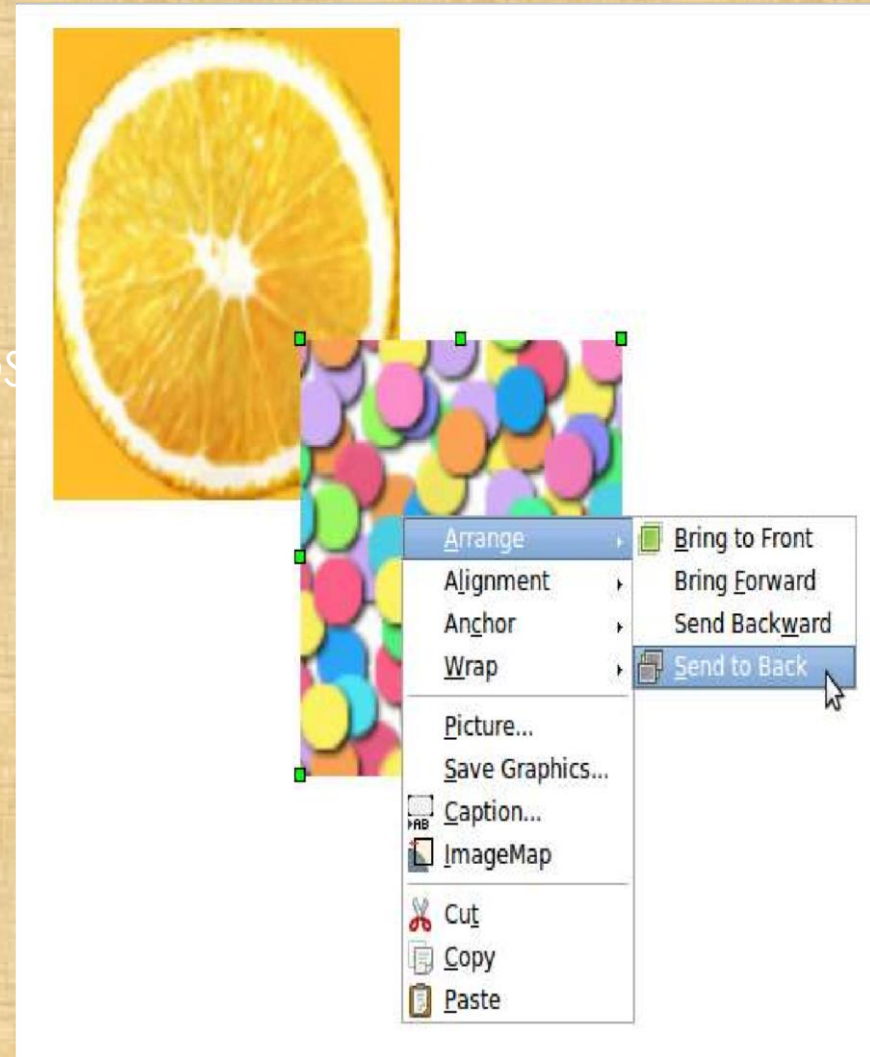
- Arrangement
- Bring to Front
- Bring Forward

Send Backward

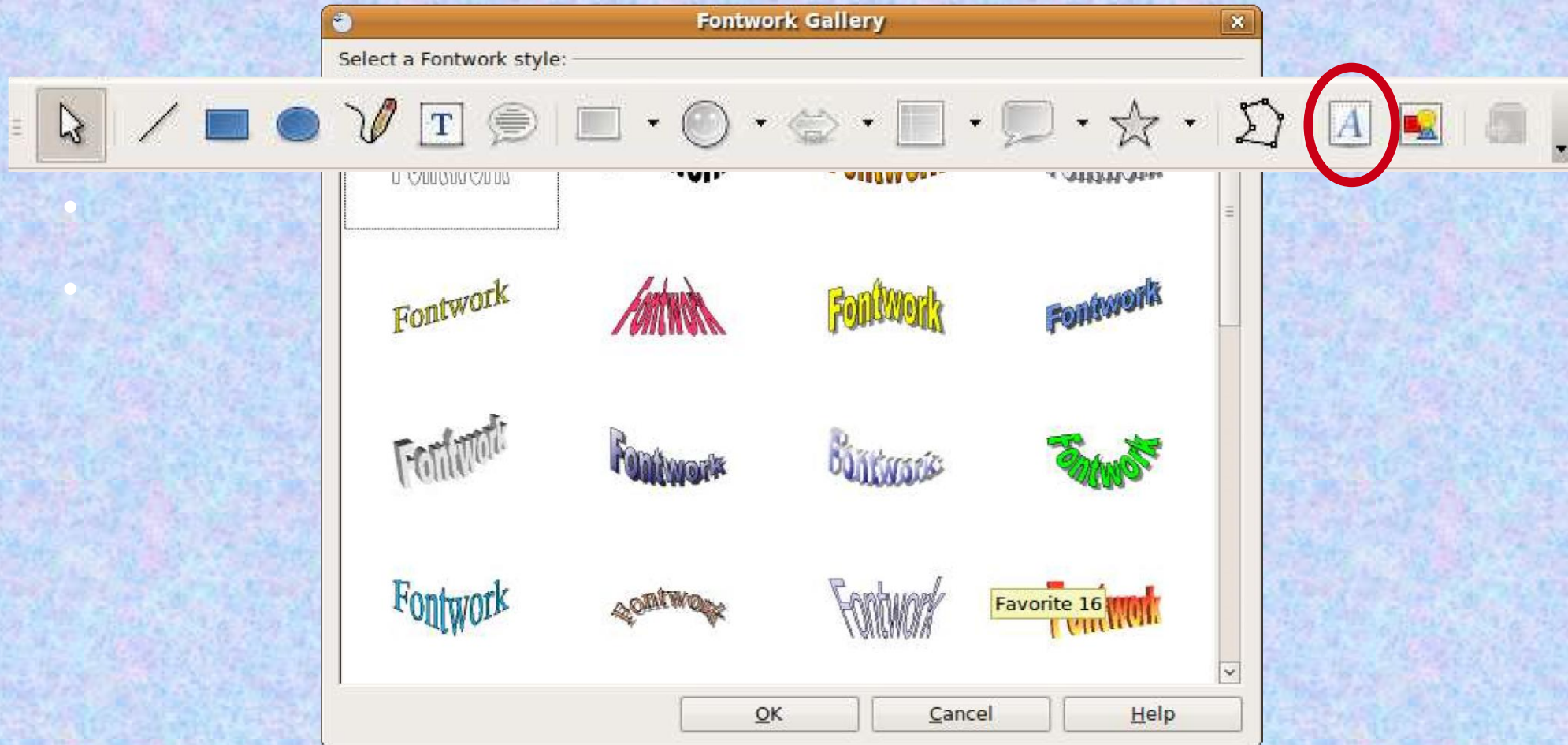
- Send to Back

•Horizontal

POS



Equivalent to MS Office's WordArt
Fontwork icon in the drawing toolbar.



WHAT ARE STYLES?

- A set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance.

Format >> Styles and Formatting

- **Styles and Formatting** icon in the standard toolbar

Write General shortcut key

Ctrl+A	Select All
Ctrl+J	Justify
Ctrl+D	Double Underline
Ctrl+E	Centered
Ctrl+H	Find and Replace
Ctrl+Shift+P	Superscript
Ctrl+L	Align Left
Ctrl+R	Align Right
Ctrl+Shift+B	Subscript
Ctrl+Y	Redo last action
Ctrl+0	Apply Text Body paragraph style
Ctrl+1	Apply Heading 1 paragraph style
Ctrl+2	Apply Heading 2 paragraph style
Ctrl+3	Apply Heading 3 paragraph style
Ctrl+4	Apply Heading 4 paragraph style
Ctrl+5	Apply Heading 5 paragraph style
Ctrl+plus	Calculates the selected text and copies the result to the clipboard.
Ctrl+Shift+-	Non-breaking hyphen (is not used for hyphenation)
Ctrl+* (only on number pad)	Run macro field

Ctrl+Shift+Space	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.
Shift+Enter	Line break without paragraph change
Ctrl+Enter	Manual page break
Ctrl+Shift+Enter	Column break in multicolumnar texts
Alt+Enter	Inserting a new paragraph without numbering inside a list. Does not work when the cursor is at the end of the list.
Alt+Enter	Inserting a new paragraph directly before or after a section, or before a table.
Arrow Left	Move cursor to left
Shift+Arrow Left	Move cursor with selection to the left
Ctrl+Arrow Left	Go to beginning of word
Ctrl+Shift+Arrow Left	Selecting to the left word by word
Arrow Right	Move cursor to right
Shift+Arrow Right	Move cursor with selection to the right
Ctrl+Arrow Right	Go to start of next word
Ctrl+Shift+Arrow Right	Selecting to the right word by word
Arrow Up	Move cursor up one line
Shift+Arrow Up	Selecting lines in an upwards direction
Ctrl+Arrow Up	Move cursor to beginning of the previous paragraph
Ctrl+Shift+Arrow Up	Select to beginning of paragraph. Next keystroke extends selection to beginning of previous paragraph
Arrow Down	Move cursor down one line
Shift+Arrow Down	Selecting lines in a downward direction
Ctrl+Arrow Down	Move cursor to beginning of next paragraph.

Write General shortcut key

Home+Shift	Go and select to the beginning of a line
End	Go to end of line
End+Shift	Go and select to end of line
Ctrl+Home	Go to start of document
Ctrl+Home+Shift	Go and select text to start of document
Ctrl+End	Go to end of document
Ctrl+End+Shift	Go and select text to end of document
Ctrl+PageUp	Switch cursor between text and header
Ctrl+PageDown	Switch cursor between text and footer
Insert	Insert mode on/off
PageUp	Screen page up
Shift+PageUp	Move up screen page with selection
PageDown	Move down screen page
Shift+PageDown	Move down screen page with selection
Ctrl+Delete	Delete text to end of word
Ctrl+Backspace	Delete text to beginning of word In a list
Ctrl+Delete+Shift	Delete text to end of sentence
Ctrl+Shift+Backspace	Delete text to beginning of sentence
Ctrl+Tab	Next suggestion with Automatic Word Completion
Ctrl+Shift+Tab	Use previous suggestion with Automatic Word Completion
Ctrl+Alt+Shift+V	Paste the contents of the clipboard as unformatted text.
Ctrl+Shift+F10	Use this combination to quickly dock or undock the Navigator, Styles and Formatting window, or other windows

Write function shortcut key

F2	Formula Bar
Ctrl+F2	Insert Fields
F3	Complete AutoText
Ctrl+F3	Edit AutoText
F4	Open Data Source View
Shift+F4	Select next frame
F5	Navigator on/off
Ctrl+Shift+F5	Navigator on, go to page number
F7	Spellcheck
Ctrl+F7	Thesaurus
F8	Extension mode
Ctrl+F8	Field shadings on / off
Shift+F8	Additional selection mode
Ctrl+Shift+F8	Block selection mode
F9	Update fields
Ctrl+F9	Show fields
Shift+F9	Calculate Table
Ctrl+Shift+F9	Update Input Fields and Input Lists
Ctrl+F10	Nonprinting Characters on/off
F11	Styles and Formatting window on/off
Shift+F11	Create Style
Ctrl+F11	Sets focus to Apply Style box
Ctrl+Shift+F11	Update Style
F12	Numbering on
Ctrl+F12	Insert or edit Table
Shift+F12	Bullets on
Ctrl+Shift+F12	Numbering / Bulle

Writer table shortcut key

Ctrl+A	If the active cell is empty: selects the whole table. Otherwise: selects the contents of the active cell. Pressing again selects the entire table.
Ctrl+Home	If the active cell is empty: goes to the beginning of the table. Otherwise: first press goes to beginning of the active cell, second press goes to beginning of the current table, third press goes to beginning of document.
Ctrl+End	If the active cell is empty: goes to the end of the table. Otherwise: first press goes to the end of the active cell, second press goes to the end of the current table, third press goes to the end of the document.
Ctrl+Tab	Inserts a tab stop (only in tables). Depending on the Window Manager in use, Alt+Tab may be used instead.
Alt+Arrow Keys	Increases/decreases the size of the column/row on the right/bottom cell edge
Alt+Shift+Arrow Keys	Increase/decrease the size of the column/row on the left/top cell edge
Alt+Ctrl+Arrow Keys	Like Alt, but only the active cell is modified
Ctrl+Alt+Shift+Arrow Keys	Like Alt, but only the active cell is modified
Alt+Insert	3 seconds in Insert mode, Arrow Key inserts row/column, Ctrl+Arrow Key inserts cell
Alt+Delete	3 seconds in Delete mode, Arrow key deletes row/column, Ctrl+Arrow key merges cell with neighboring cell

Writer shortcut key

Paragraphs and Heading Levels shortcut key

Ctrl+Alt+Arrow Up	Move the active paragraph or selected paragraphs up one paragraph.
Ctrl+Alt+Arrow Down	Move the active paragraph or selected paragraphs down one paragraph.
Tab	The heading in format "Heading X" (X = 1–9) is moved down one level in the outline.
Shift+Tab	

Moving resizing frame and graphics shortcut key

Esc	Cursor is inside a text frame and no text is selected: Escape selects the text frame.
F2	If a text frame is selected: positions the cursor to the end of the text in the text frame. If you press any key that produces a character on screen, and the document is in edit mode, the character is appended to the text.
Alt+Arrow Keys	Move object.
Alt+Ctrl+Arrow Keys	Resizes by moving lower right corner.
Alt+Ctrl+Shift+Arrow Keys	Resizes by moving top left corner.
Ctrl+Tab	Selects the anchor of an object (in Edit Points mode).

Thanks for watching